

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF WORKFORCE SOLUTIONS  
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-27  
☐ NOTICE

ISSUE DATE: 12/21/2005  
DISPOSAL DATE: 12/31/06

\*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

**To:** W-2 Contract Agencies

**From:** Bill Clingan /s/  
Division Administrator

**RE:** Civil Rights Compliance Plan Requirements for 2006

**PURPOSE:** This memo communicates the requirements of W-2 Contract Agencies regarding completion of Civil Rights Compliance (CRC) Plans to be effective from January 1 through December 31, 2006.

**BACKGROUND:** A new W-2 and Related Programs Contract is being issued effective January 1, 2006 through December 31, 2009. W-2 Contract Agencies are required to have a CRC Plan completed for each of their W-2 and Related Programs Contract. Some W-2 Contract Agencies are new for the contract period and have no CRC Plan in place, while others are continuing contract agencies and have an approved CRC Plan through December 31, 2006, which may or may not need to be updated depending on the agency. This memo clarifies the responsibilities of the W-2 Contract Agencies regarding CRC Plans to be effective January 1, 2006 through December 31, 2006.

**POLICY:**

A CRC Plan is required for each W-2 and Related Programs Contract. This assures that the population to be served by each contract is addressed in accordance with the equal access requirements. An annual review of the CRC Plan is required to assure that it's up to date.

Admin Memo 04-02 issued the instructions for the CRC Plans. The requirements and format may be found at [http://dwd.wisconsin.gov/dws/civil\\_rights/plans\\_instructions.htm](http://dwd.wisconsin.gov/dws/civil_rights/plans_instructions.htm).

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\* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

The following are the requirements:

1. Each W-2 contract requires a CRC Plan.

- W-2 and Related Program Contract Agencies who have no approved CRC Plan for their contract must complete and submit a CRC Plan in accordance with the above requirements and format.
- W-2 Contract Agencies who have an approved CRC Plan and are continuing to serve the same area as in the previous contract period are required to conduct the annual review of their current plan to ensure the plan is accurate and consistent with current plan data and analysis.

If no changes are required, the W-2 Contract Agency must submit a letter confirming that the review was completed and no update is required. The Annual Review Confirmation letter must be written on agency letterhead and signed by the authorized representative.

If changes are required, the W-2 Contract Agency must modify the CRC Plan accordingly and submit the entire complete CRC Plan, not just the modified pages.

- For W-2 Contract Agencies that have an approved CRC Plan for a current W-2 contract, but their new W-2 contract now includes an additional geographic area(s), the agency must modify their CRC Plan to include the updated data and service elements for the added geographic area. The entire complete CRC Plan must be submitted, not just the modified pages.
2. Agencies must submit the original and one copy of a CRC Plan or an updated CRC Plan. For updated CRC Plans, the whole CRC Plan document must be submitted, not just the corrected pages.
  3. All CRC Plans, updated Plans and the Annual Review Confirmation Letters must be sent to the DWS Regional Contract Manager.
  4. All CRC Plans, updated Plans, and Annual Review Confirmation Letters are due 30 calendar days after signing their W-2 Contract or by February 1, 2006, whichever is later.
  5. All CRC Plans, updated Plans, and Annual Review Confirmation Letters will be reviewed by CRC staff. Notifications of approval will be issued by the Contract Manager.
  6. All CRC Plans, updated Plans and the Annual Review Confirmation Letters will be effective through the period ending December 31, 2006. Requirements for the CRC Plan period beginning January 1, 2007, will be issued later.

**ACTION SUMMARY STATEMENT:** W-2 and Related Programs Contract Agencies must take action to assure compliance with submittal of a CRC Plan, an updated Plan, or an Annual Review Confirmation Letter as applicable. Submittal must be to the Contract Manager 30 calendar days after signing the Contract or by February 1, 2006, whichever is later.

**CONTACT:** For questions about this memo, contact your DWS Regional Contract Manager.